

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	NI-237-09-3
1. FROM (Agency or establishment)		Date Received	7/23/09
DOT, Federal Aviation Administration (FAA)		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION Air Traffic Organization (AJO) Technical Operations (AJW)		In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Aviation System Standards (AJW-3)			
4. NAME OF PERSON WITH WHOM TO CONFER Elizabeth Abbott	5. TELEPHONE (405) 954-8379	DATE	ARCHIVIST OF THE UNITED STATES
6. AGENCY CERTIFICATION		10-5-09	Michael J. King
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7/23/09	<i>Barbara Thomas</i>	FAA RECORDS OFFICER	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Superseding
1	Aircraft Maintenance Inventory Tracking System. The system is responsible for the support of NAS Flight Inspection Aircraft, maintained by AJW-34. The system is comprised of three primary modules: Security, Materials, and Maintenance. (Place in Section 4100, Agency Aircraft Maintenance and Modification of FAA Order 1350.15)		
	(a) Master Files		
	(1) Electronic aircraft maintenance record files equivalent those in paper in sections 4100.3 – 4100.6 in FAA Order 1350.15C.	TEMPORARY. Cutoff at the end of the calendar year when aircraft is transferred or sold as surplus. Migrate data whenever system is updated or replaced. Destroy/Delete all data related to a specific aircraft 5 years after cutoff.	New Item
	(2) Electronic procurement records equivalent to those in section 4400.3, Acquisition and Procurement.	TEMPORARY. Cutoff after final payment is made. Destroy/Delete all data related to procurement records 6 years and 3 months after cutoff. (GRS 3 Item 3(a)(1)(a))	
	(3) Electronic shipping records such as government or commercial bills of lading.	TEMPORARY. Cutoff after period of account. Destroy/Delete all data related to shipping records files 6 years after cutoff. (GRS 9 Item 1(c))	
	(4) Electronic inventory records	TEMPORARY. Cutoff at the end of the calendar year in which asset is disposed by either sale or destruction. Migrate data whenever system is updated or replaced Destroy/Delete 5 years after the cutoff.	New Item
	(b) Inputs to the ILM System		
	(1) Official aircraft maintenance record files in paper filed under sections 4100.3 – 4100.6 of FAA Order 1350.15C.	TEMPORARY. Various 11-NNA-752 approved 6/11/1954	
	(2) Procurement documents filed under section 4400.3 of FAA Order 1350.15C.	TEMPORARY. Various GRS 3 Item 3	
	(3) Shipping records such as government or commercial bills of lading.	TEMPORARY. Destroy/Delete all data related to shipping records files 6 years after period of account. (GRS 9 Item 1(c))	
	(c) Outputs of the ILM System.		

	(1) Ad hoc reports and printouts.	TEMPORARY. Delete when no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20 Item 16)	
	(2) Procurement record files.	TEMPORARY. Destroy/Delete all data related to procurement records 6 years and 3 months after final payment. (GRS 3 Item 3(a)(1)(a))	
	(3) Shipping record files.	TEMPORARY. Destroy/Delete all data related to shipping records files 6 years after period of account. (GRS 9 Item 1(c))	
	(4) Inventory record files.		
	(a) Inventory lists.	TEMPORARY. Destroy/Delete 2 years from date of list. (GRS 3 Item 9(a))	
	(b) Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	TEMPORARY. Destroy/Delete 2 years after date of survey action or date of posting medium. (GRS 3 Item 9(c))	
	(d) System documentation.	TEMPORARY. Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20 Item 11(a)(1))	